

DEPARTMENT OF THE ARMY
Omaha District Corps of Engineers
6014 U.S. Post Office and Courthouse
Omaha, Nebraska 68102-4978

DR 715-1-2

MROSD

Regulation
No. 715-1-2

1 October 1985

Procurement
PROCESSING OF REQUISITIONS

1. Purpose. This regulation prescribes uniform procedures for developing, issuing, and recording requisitions for the purchase of goods and services.
2. Applicability. It is applicable to all elements of the Omaha District and the Missouri River Division.
3. References.
 - a. Federal Acquisition Regulation.
 - b. District Memorandum 715-1-1, dated 14 Nov 83.
4. General. A requisition (DA Form 3953) and Continuation Sheet (DA 3953a), if needed, shall be prepared by that organizational activity of the Division or Branch that has been assigned the responsibility for the technical requirement. Requisitions are required for all equipment, supplies, services, ADP requirements in any amount, and construction work under \$25,000. Requisitions are not required for A-E Contracts and Construction Contracts in excess of \$25,000.
5. Content of the Requisition. The requisition shall contain the name of the item being requested, a scope of work, or specification and drawings (as needed), a full description of the applicable appropriation data, and a monetary estimate of the requirement. If sources are known, they, too, should be supplied. Full and open competition will be required under the Competition in Contracting Act. Sole source purchases are hard to justify and must be kept to a minimum.
6. Recording. Each requesting activity will maintain a log of requisition numbers by use of ENG Form 3455. Each requisition will be numbered consecutively on a fiscal year basis beginning with number 001. The number will consist of the unit's identifying symbol, the last two digits of the fiscal year, and the serial number. (Example - EDA-86-444 Engineering-Drafting)
7. Signing and Approving. Each requisition shall be signed by the requestor in the block at the lower left hand corner entitled TYPED NAME AND GRADE OF INITIATING OFFICER. The approving official will sign in the lower right corner in the block entitled TYPED NAME AND GRADE OF COMMANDING OFFICER OR DESIGNEE. This individual must be a Branch Chief or higher in the district

This regulation supersedes paragraph 8 and Appendix A of DM 715-1-1, 14 November 1983.

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and division offices and equivalent levels at field offices. Office furniture, equipment, and tools for which the VW22 account or the PRIP VW77 account is to be used, will be approved by the Chief, OAS. In this instance, the requestor must be a Branch Chief or above.

a. Field offices may approve office supplies, furniture, and equipment for which they have project funds to expend if the individual item does not exceed \$1,000. Budgeted PRIP funds must be used for those items which exceed \$1,000 each.

b. Requisitions containing a PRIP item shall be routed through MROOP for approval and attachment of ENG Form 3013. OAS will forward the approved office furniture, equipment, and tools requisitions as required.

c. All requisitions for reproduction equipment or supplies and communication equipment or supplies must be approved by the Chief, OAS.

8. Delivery Point. The requisition shall indicate one of the following five delivery points:

a. For Imprest Fund Transactions:

U.S. Army Corps of Engineers
Attn: Room 5425
215 North 17th Street
Omaha, Nebraska 68102-4910

b. For items to be shipped by U.S. Mail or courier service:

(1) Omaha District

U.S. Army Corps of Engineers
Attn:
215 North 17th Street
Omaha, Nebraska 68102-4910

(2) Missouri River Division

U.S. Army Corps of Engineers
Attn: MRDAS
12565 West Center Road
Omaha, Nebraska 68144-3869

- c. For items shipped by truck or rail:

U.S. Army Corps of Engineers
Attn:
9501 John J. Pershing Drive
Omaha, Nebraska 68112

- d. Field Offices: Applicable shipping address.

9. Lead Times. Requisitions shall take into consideration the lead time required under the new Competition in Contracting Act. If the action requested is in excess of \$10,000, up to 21 days will be required after the Commerce Business Daily notification is issued before the request for quotation, IFB or RFP can be issued. A realistic delivery date shall be stated in number of days; ASAP will not be used.

10. Point of Contact. The requisition shall indicate a point of contact in the technical unit who is responsible for the request and who can answer questions about the requirement.

11. Preparation of Purchase Order (DD1155) (MROSD). The purchase order number and office symbol shall be the attention line in the "Ship To" block (No. 14).

12. Acceptance. The requesting organization will be responsible for formally accepting item resulting from the requisition and for signing the appropriate documents unless the requisition designates a different ship to point, such as a field office, and the requisition indicates the field is to accept the item. The signed documents will be forwarded to MRORM-F.

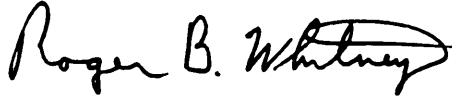
13. Distribution of Purchase Order. One Copy (No. 6) of each purchase order shall be distributed to the Office of Administrative Services for shipments addressed to b(1) and c in paragraph a above. The number 5, 7, and 8 copies of the above will be distributed to the requisitioning unit. The number 6 copy will be distributed to the requisitioning unit for item d and number 5, 7, and 8 copies will be sent to the appropriate field office. If the requisition originates in OAS or MRD, copies 5, 6, 7, and 8 will be directed to that respective office.

14. Repair of Government-owned Vehicles. Any requisition for repair of a Government-owned vehicle that has been involved in an accident shall have a Report of Survey, DA-4697, attached.

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15. Newspaper Ads. Requisition for advertising in newspapers and publications shall have attached a DD-1535 signed by the Division/District Commander.

FOR THE COMMANDER:



1 Appendix
APP A
DA Form 3953(Sample)

ROGER B. WHITNEY
LTC, Corps of Engineers
Deputy Commander

DISTRIBUTION:

A
B
F
MRD-A

PURCHASE REQUEST AND COMMITMENT				PURCHASE INSTRUMENT NO.	REQUISITION NO.	DATE	PAGE 1 OF 2 PAGES
For use of this form, see AR 37-108; the proponent agency is USAFAC.				ENGR 86-0001			
TO: Purchasing and Contracting Officer		THRU: Your Requisitioning Unit		FROM: Originating Unit			
PURCHASED FOR				DELIVERED TO			
Self Explanatory		Self Explanatory		Self Explanatory			
The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: (Check appropriate box and complete item.)				NAME AND TELEPHONE NO. OF PERSON TO CALL FOR ADDITIONAL INFORMATION			
LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY		REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY		Self Explanatory			
N/A		N/A		Self Explanatory			
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM				Fund Certification			
The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.				The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.			
ACCOUNTING CLASSIFICATION				AMOUNT			
96X4902 Rev. Fund, CofE, Civil				ESTIMATED			
96252 (VM5920000070-0)							
DATE		TYPED NAME AND TITLE OF CERTIFYING OFFICER		SIGNATURE			
Additional Appropriation (OAS)							
DISCOUNT				Self Explanatory			
PURCHASE ORDER NUMBER				N/A			
DELIVERY SCHEDULE				Self Explanatory			
THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE				Approved by commanding officer or his designee			
DATE		TYPED NAME AND GRADE OF INITIATING OFFICER		SIGNATURE			
Originating Official							
DATE		TYPED NAME AND GRADE OF SUPPLY OFFICER		SIGNATURE			
N/A							
DA FORM 3953 1 AUG 76				PREVIOUS EDITIONS OF THIS FORM WILL BE USED UNTIL EXHAUSTED.			

PURCHASE REQUEST AND COMMITMENT (Continuation Sheet)					REQUISITION NUMBER		PAGE 1 OF 2 PAGES	
For use of this form, see AR 37-108; the proponent agency is USAFAC.					ENGR 86-0001		PURCHASE ORDER NUMBER	
ITEM	DESCRIPTION OF SUPPLIES OR SERVICES	QUAN- TITY	UNIT	ESTIMATED UNIT PRICE	TOTAL COST	DISCOUNT	DELIVERY SCHEDULE	
4	Desk, single, pedestal name of source of known	1	ea	EST	EST	N/A	N/A	N/A
SAMPLE								
REMARKS								